



# cinefest oz

FILM FESTIVAL  
WESTERN AUSTRALIA  
RECRUITMENT PACK

## CINEFESTOZ PROGRAM COORDINATOR POSITION DESCRIPTION

**REPORTS TO:** Head of Program and Partnerships

**DIRECT REPORTS:** Cinema Supervisors, any designated Movie Crew Volunteers & Interns

**WORK TYPE:** Fixed term 12 month role, 2 days a week

**SALARY:** \$70,000 - 75,000 pro-rata

**AWARD:** Live Performance Award, Level 5

**LOCATION:** Western Australia / South West

### ABOUT CINEFESTOZ

CinefestOZ is a not-for-profit organisation, owned by Geographe French Australian Festival Inc (GFAF Inc) and presents festivals and events in Western Australia, using the medium of screen to entertain, inform, inspire and educate. In addition to presenting festivals, CinefestOZ delivers an industry program and a schools program and tours across WA. CinefestOZ vision is to be a thriving and sustainable leader in the Australian screen industry by promoting remarkable screen content. In doing so, the organisation will bring together artists, storytellers, and audiences to learn from each other and inspire, educate and support the development of the next generation of storytellers.

Western Australia's premiere destination CinefestOZ Film Festival, is in its 18th year and is centred in the South West and focused on Australian film. Each year over nine days in August and September, CinefestOZ offers a slate of new feature films, documentaries and shorts, galas and events and industry deep dives. The Australian and Western Australian film industry, as well as a diverse audience of film lovers, embrace the festival as their own special event. A range of stakeholders, volunteers and community groups support this homegrown event.

### ROLE OVERVIEW

This exciting role plays a key part in bringing CinefestOZ's vision to life, supporting the delivery of our new **On the Road** program and the curation of diverse, high-quality, and distinctive programming across our Short Film, Community Screenings, and Out of the Box strands. Working under the guidance of the Head of Program and Partnerships and the festival's Film Committee, the Program Coordinator helps shape meaningful film experiences for audiences across Western Australia.

As a core member of the CinefestOZ Programming Team, the Program Coordinator will engage with filmmakers, partners, and stakeholders; review film submissions; and coordinate guest attendance for short film events.

The role also involves hands-on technical delivery, including touring to regional areas and setting up screening equipment. Experience with DCP creation, projection, and technical troubleshooting will be highly regarded.

The ideal candidate will have a proactive attitude and the ability to prioritise and multitask under pressure. They will have excellent communication skills and must have the ability to engage with a range of stakeholders from the film and arts industries with a strong understanding of the screen industry. Past experience in program development and/or dynamic festival roles will be highly regarded.

This is a fixed term 12-month (with possible permanency) 2 day a week part-time role. CinefestOZ has an office in Busselton with a fixed fortnightly team meeting and Tuesday pivot days. Hybrid working arrangements are welcome including working spilt days and from home regularly. The successful applicant will be required to travel for certain work activities, with travel costs supported by CinefestOZ.

## **ROLE DUTIES**

### ***Programming coordination***

- Maintain short film databases and procure publicity materials under the guidance of the Head of Program and Partnerships
- Assist in developing short film sets for screening at festival venues and other events.
- Gather and manage all short film content for festival launch and August screenings.
- Liaise with short film and Out of the Box filmmakers to ensure timely delivery of films and promotional materials for print and online programs.
- Oversee DCP creation, test screenings, and the delivery of films to remote or non-traditional screening venues.
- Support the short film jury process and coordinate travel and logistics for festival guests in collaboration with the Head of Program and Partnerships and CEO.
- Work with Operations, VIP, and Marketing teams to ensure run sheets and itineraries incorporate all film-related information and guest commitments (e.g., MC duties, Q&A sessions).
- Collaborate with Cinema Duty Supervisors to ensure smooth execution of MC and Q&A activities.

### ***Community and Regional Programming***

- Curate content for Community and Schools Screenings and coordinate event logistics with the Community Team.
- Support the planning and execution of regional touring screenings, including on-the-ground programming activities.
- Oversee out-of-season programming, including short film screenings, philanthropic screenings, special launches, and other events.

### ***Administrative and Team Support***

- Support preparation of the CinefestOZ Event Report and other acquittal information in collaboration with key team members.
- Liaise with festival staff to support their activities and assist as required.
- Work with festival volunteers ("Movie Crew") to ensure smooth event delivery.

## **ROLE REQUIREMENTS**

- Ability to work independently.
- Bachelor or equivalent study in arts, marketing or events or transferable experience
- Strong interpersonal, verbal and written communication skills
- Knowledge of the film industry
- Technical capacity to learn with ability to set up events and screening equipment
- Knowledge of arts and culture festivals.
- Demonstrated strong time management skills with a high degree of attention to detail.
- Demonstrated advanced computer skills particularly Microsoft Excel and Microsoft Word.
- Ability to work in a high-pressure environment, desirably a Festival or alike environment.
- A current drivers license
- Demonstrated capacity for initiative and self motivation.
- Ability to work with volunteers.
- Ability to undertake a range of tasks under pressure.

## **APPLICATION PROCESS**

Applications to be via SEEK attaching the applicants current CV with contact details of two referees and cover letter (max 2 pages) responding to the role requirements.

If you are unable to submit an application online or if you have any questions or queries regarding the application process or position, please email us at [jobs@cinefestoz.com](mailto:jobs@cinefestoz.com)

At CinefestOZ we support and celebrate diversity. CinefestOZ is proud to be an equal opportunity employer. Persons of all backgrounds and beliefs are encouraged to apply.

By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.